



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

MARCH 9, 2012

#23-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH AND SOCIAL SERVICES
JOB TITLE: SECRETARY
SALARY: \$11.00 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED

GENERAL DUTIES:

Performs responsible secretarial and minor administrative duties for the Office of Social Services. Specific tasks and responsibilities are assigned by the Social Services Manager. The Secretary position is located in the administration office of the Department of Health and Social Services and primarily performs day to day secretarial, receptionist and general clerical assistance services in support of the operations of the Office of Social Services by providing clerical assistance to the Social Services Manager and case staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Performs secretarial duties, including typing correspondence and reports. Receives and screens calls and correspondence directed to Social Services staff.
- Manages the Office of Social Services calendars and arranges tentative schedules while coordinating with the Social Services Manager and case staff.
- Answers and screens telephone calls and relays messages. Responds to routine telephone inquiries. Forwards calls to appropriate party.
- Receives, date stamps and distributes incoming mail, faxes and purchase requisitions to appropriate staff.

- Prepares special and recurring departmental reports by gathering data from various sources, compiling and typing data. May at times revise and create special forms/documents under the supervision of the Social Services Manager.
- Maintains a variety of logs and files for the Department.
- Performs other duties as assigned and must be able to complete minor administrative functions independently as assigned.

QUALIFICATIONS:

- High School diploma or GED and two years of responsible secretarial or receptionist experience, or equivalent combination of education and experience.
- Must be able to complete the assigned duties as described herein.
- Must have experience in the use of modern office equipment and personal computers.
- Must be proficient in the use of Microsoft Office software (especially Microsoft Word and Outlook).
- Must possess a valid driver's license.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.